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UNITED STATES DEPARTMENT OF AGRICULTURE
FLOOD CONTROL COORDINATING COMMITTEE

Washington, D.C.

March 6, 1939

MEMORANDUM FOR FIELD FLOOD CONTROL COORDINATING COMMITTEES
(Through BAE, FS, and SCS)

Subject: Supplemental Instructions to Memorandum of February 7 On
Submission of Budget Estimates:

On any new survey which may be initiated prior to July 1, 1939, and for all surveys after July 1 Travel Authorizations for members of survey parties will be issued by the respective Bureaus and all items of expense incurred under such Letters of Authorization will be paid by the respective Bureaus rather than by the Chairman's Bureau.

Therefore, in submitting your budget estimates on Form FC-3 for the period beginning July 1, you should show Travel and Per Diem expenses separately for each Bureau rather than listing these expenses under the Chairman's Bureau. You will note on Form FC-3 under the "Travel and Per Diem" item that gas and oil are included. The Chairman's Bureau will continue to pay for these items when they are obtained at a common point under contract. Such purchases and any others, made by party members while in travel status and claiming reimbursement on travel vouchers, will be paid by the respective Bureaus. This fact should be taken into account in the apportionment of Travel and Per Diem expense among the three Bureaus. The other two categories of expenses listed on Form FC-3, namely, "Other Expenses" (rent, supplies, etc.) and "Equipment Purchases" (office equipment, trucks, etc.) will continue to be shown in the column of the Chairman's Bureau.

Even though under the above arrangements each Bureau will be paying the expenses of its own men on survey parties, it will still be necessary for the Field Coordinating Committees to establish a uniform rate of per diem for all members of the field parties.

As outlined in the memorandum of February 7, beginning next July 1, flood control survey allotments will be made separately for (1) preliminary examinations, and (2) surveys. As a result of field inquiries, further clarification in the distribution of time and budgets between preliminary examinations and surveys seems desirable. Regional supervision and expenses should be included in the above

two classes in proportion to the time expected to be spent on each. The salaries and expenses of the personnel in the regional offices who are contributing to preliminary examinations and/or surveys should be apportioned between examinations and specific surveys. It is suggested that the distribution of salaries and expenses be in units of not less than half months.

FLOOD CONTROL COORDINATING COMMITTEE

By

A. C. Ringland

A. C. Ringland, Chairman

UNITED STATES DEPARTMENT OF AGRICULTURE
FLOOD CONTROL COORDINATING COMMITTEE

Washington, D. C.

March 6, 1939

MEMORANDUM FOR FIELD FLOOD CONTROL COORDINATING COMMITTEES:
(Through BAE, FS, and SCS)

Subject: Distribution of Preliminary Examination Reports

The Flood Control Coordinating Committee has been considering the extent to which copies of the preliminary examination and survey reports, with or without recommendations, should be made available to outside agencies. Within the next week or two instructions will be sent out covering the distribution of these reports. Meantime, however, the Committee agrees that from now on the field committees should give a copy of the preliminary examination reports with recommendations to the District Engineer, Corps of Engineers, at the time such reports are submitted to Washington. You will note that the above applies only to preliminary examination reports. Later, instructions will cover the distribution of survey reports also.

FLOOD CONTROL COORDINATING COMMITTEE

By A. C. Ringland
A. C. RINGLAND, Chairman.

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UNITED STATES DEPARTMENT OF AGRICULTURE
FLOOD CONTROL COORDINATING COMMITTEE

March 8, 1939

MEMORANDUM FOR FIELD FLOOD CONTROL COORDINATING COMMITTEES:

(Through BAE, FS, and SCS)

Subject: Interim and Unit Watershed Reports

Reference is made to the section on preparation of interim reports (work plans) in the Flood Control Coordinating Committee memorandum of July 15, 1938, entitled "Preliminary and Tentative Instructions to Field Coordinating Committees Relative to Conduct of Watershed Flood Control Surveys and Preliminary Examinations."

At the time these instructions were prepared, the Department had been directed to initiate flood control operations within the limitation of money appropriated for that purpose as rapidly as possible. Subsequently, however, the Department was directed to submit its plans for flood control operations to the President for approval prior to the initiation of the work. Such Presidential approval requires a review by the Bureau of the Budget and probably a review by the National Resources Committee. This means that the justification for such projects must be clearly set forth and the types of work to be financed from flood control clearly delineated from other conservation programs.

Review of interim reports (work plans) submitted thus far on a small tributary indicates that it is difficult to prepare proper physical and economic justification on one tributary without giving adequate consideration to the relation of the flood problem on that tributary, and the proposed remedial program, to the flood problems of the larger watershed unit. Hence, in the future, interim reports will not be expected from the Field Committees. In fact, before any such reports are prepared in the future, prior approval should be obtained from the Washington Committee. However, any such reports which are complete, or practically so, should be submitted for review.

In certain watersheds which have been authorized for survey it is possible that "unit reports" might be feasible. Unit reports, as distinguished from interim reports (work plans), are complete in themselves as they include estimates of flood damages attributable to the watershed covered by the unit report and estimates of benefits accruing, both within the watershed area and downstream, from the proposed remedial measures. Such reports are to be prepared in accordance with the regular survey outline dated April 15, 1938. For example, the Concho watershed, a tributary of the Colorado River in Texas, was authorized for survey. Subsequently, authority was granted for the submission of a "unit report" on the north branch of the Concho. Another report will be prepared later on the remainder of the watershed. In this instance the report on the North Concho is complete in itself. The justification for a works program is based on the

flood problems, existing within or downstream from the watershed. Therefore, if in the future an over-all report for the entire Concho is found desirable, the North Concho report can be incorporated therein as a complete unit.

As in the case of interim reports, approval should be obtained from the Washington Committee before preparing separate unit reports on authorized watersheds.

FLOOD CONTROL COORDINATING COMMITTEE

By Arthur C Ringland
A. C. Ringland, Chairman.